



CYNTHIA D. BANKS  
Director

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**COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY**

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*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

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November 10, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZATION TO ACCEPT OLDER AMERICANS ACT  
TITLE III ELDERLY NUTRITION PROGRAM AND TITLE V SENIOR COMMUNITY  
SERVICES EMPLOYMENT PROGRAM AMERICAN RECOVERY AND  
REINVESTMENT ACT OF 2009 GRANT AWARDS  
(ALL SUPERVISORIAL DISTRICTS AFFECTED) (3 VOTES)**

**SUBJECT**

This Board Letter requests authorization to accept Older Americans Act (OAA) Title III C-1 and C-2 Elderly Nutrition Program (ENP) and Title V Senior Community Services Employment Program (SCSEP) American Recovery and Reinvestment Act (ARRA) grant awards and approval to execute contract agreements and contract amendments with the California Department of Aging (CDA), and contract amendments with current ENP contractors.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept OAA Title III ENP ARRA Nutrition Stimulus (NS) funding in the amount of \$1,679,708 and Title V SCSEP ARRA Employment Stimulus (ES) funding in the amount of \$505,268 from the CDA.
2. Authorize the Director of CSS, or designee, to accept any future ARRA Stimulus funding through contracts or contract amendments from the CDA through Fiscal Year (FY) 2012-2013, provided that the Director of CSS confirms, in writing, to the Board of Supervisors and the Chief Executive Office (CEO) within ten work days of acceptance.
3. Authorize the Director of CSS, or designee, to execute contract agreement #NS-0809-19 and contract agreement #ES-0809-19, and any contract amendments with the CDA required for acceptance of current and future ARRA Stimulus funding.

4. Authorize the Director of CSS, or designee, to execute contract amendments with the 20 ENP contractors as indicated in the Attachment in the total amount of \$1,511,737, for the provision of elderly nutrition services. The approval of County Counsel as to form and the CEO will be obtained prior to execution of the contract amendment.
5. Authorize the Director of CSS, or designee, to negotiate and execute amendments with ENP contractors to increase or decrease the maximum contract sum based on contractor performance and the availability of funding, after County Counsel approval, as to form, provided that: approval of County Counsel and the CEO are obtained prior to any such amendment; and the Director of CSS confirms in writing to the Board of Supervisors and the CEO within 30 days after execution that such amendments have been executed.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The recommended actions will enable CSS to provide additional services under SCSEP and ENP through the utilization of ARRA funds. ARRA provides significant funding for the support of senior services as part of a comprehensive program to stimulate the U.S. economy.

The ENP provides nutritional meals to older adults aged 60+ and their eligible companions. In FY 2009-2010, it is anticipated that the ENP program will provide approximately 350,000 congregate and home-delivered meals with the ARRA NS funding. The types of services provided through this program include, but are not limited to, the following: meals served at congregate sites that are designed to maintain or improve the physical and social well-being of mobile older adults through appropriate nutrition services in a group setting, meals delivered to home-bound seniors at their residences to maintain or improve the physical well-being of homebound older adults through improved nutrition, and provide telephone reassurance calls to home-delivered meal recipients or persons on a waiting list that received frozen meals.

The ARRA NS funds are designated to provide Title III-C meals to seniors in need of food, to restore congregate and home-delivered nutrition services and funding lost during the economic downturn.

The SCSEP provides part-time work training opportunities at local community service agencies for older workers who have poor employment prospects and assists with the transition of individuals to unsubsidized employment. Further, the program provides a variety of supportive services and job placement assistance, such as job related counseling, job development, job search, job club, and job referrals. The CDA requires the department to submit a budget for Title V program annually.

The ES funds are intended to preserve and create jobs, assist those most impacted by the recession, and promote national economic recovery. For FY 2009-2010 SCSEP anticipates serving 60 seniors with the ES ARRA funding.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions are consistent with principles of the Countywide Strategic Plan Goals of *Children, Family and Adult Well-Being*, and *Community and Municipal Services*.

#### **ENP Performance Measures**

To comply with federal and state funding source requirements and Los Angeles County's *Performance Counts!* Initiative, CSS has developed the following performance standards to measure program effectiveness of ENP:

- Sustain or improve seniors health;
- Assist seniors to live independently in their home for as long as possible; and
- Improve or maintain seniors' socialization.

Agencies are required to develop benchmark criteria for each performance standard. CSS will assess the agencies' performance during each monitoring visit.

### **FISCAL IMPACT/FINANCING**

In April 2009, CSS received about \$1,679,708 in ENP ARRA funds and \$505,268 in SCSEP ARRA funds. CSS' administrative cost for the ENP ARRA funds is \$167,971, with an estimated \$1.5 million going to nutrition providers. There is no impact on the County general funds, as the ARRA SCSEP and ARRA ENP programs are fully financed through the ARRA funds. ARRA funding for SCSEP and ENP has been included in the department's FY 2009-2010 Final Adopted Budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Los Angeles County is a designated Area Agency on Aging (AAA). The CDA allocates funding to the County for the administration of senior nutrition and employment programs. The CDA was granted the ARRA funds in an effort to stimulate the economy.

#### **ENP**

The ENP services are contracted through 23 community-based organizations. The program provides nutritional meals to eligible older adults at strategically located congregate sites and home-delivered meals to homebound older adults. ARRA funds

are being issued to only 20 of the 23 ENP providers three providers (Culver City, and the cities of West Covina and Burbank) declined to accept any ARRA funds.

Monitoring of the ENP will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted bi-annually by an approved vendor procured through the Auditor-Controller.

### SCSEP

SCSEP is operated by CSS using community-based host agencies as training sites. Participants are recruited at WorkSource Centers and Senior Centers in all Supervisorial Districts by Title V administrative staff. Training and supervision is provided by the host agencies. CSS has a Memorandum of Understanding (MOU) with the host agencies to provide training, supervision, and a safe working environment to program participants. The selection of host agencies is based on their ability to provide useful training that leads to unsubsidized job placement.

Monitoring of host agencies and training site participants is conducted by Title V program monitors. The program monitors, through site visits and interviews with the participants and training site supervisors, evaluate and report monthly, and/or as needed, on the training progress of each participant. The salaries and wages of all participants assigned to the host agencies are paid through the department. Currently, there are approximately 130 agencies under agreement with CSS to provide SCSEP services to the target population.

### CONTRACTING PROCESS

The ENP contractors were competitively procured and awarded four-year contracts by your Board on June 24, 2008. Each of the recommended service providers has demonstrated satisfactory contract performance during the funding cycle. Current ENP contracts will be amended to incorporate the additional ARRA funds.

The SCSEP program is operated by CSS through a MOU with community-based host agencies.

### IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will allow for the continued provision and enhancement of senior services within Los Angeles County.

**CONCLUSION**

Upon Board approval please mail two copies of the adopted Board Letter to Tina Hoang, Administrative Services Manager II, Community and Senior Services Department, at 3175 West Sixth Street, Los Angeles, CA 90020.

Respectfully submitted,

  
CYNTHIA D. BANKS  
Director

Attachment

c: Chief Executive Officer  
Acting County Counsel  
Executive Officer, Board of Supervisors

**COMMUNITY AND SENIOR SERVICES  
Elderly Nutrition Program (ENP)  
ARRA Nutrition Stimulus (NS) Funding Allocation**

Agency	Sup. District	ARRA C-1 (Congregate Meals)	ARRA C-2 (Home- Delivered Meals)	Total ARRA Funding Allocation
Antelope Valley Committee	5	\$ 75,242	\$ 31,906	\$ 107,148
Azusa	1	\$ -	\$ 9,400	\$ 9,400
Casa Maravilla	1	\$ 18,426	\$ 7,209	\$ 25,635
Claremont	5	\$ 22,878	\$ -	\$ 22,878
Dickison Comm Lighted School	2	\$ 21,856	\$ 10,022	\$ 31,878
El Monte	1	\$ 37,342	\$ -	\$ 37,342
Gardena	2	\$ 22,604	\$ 4,679	\$ 27,283
Glendale	5	\$ 39,151	\$ -	\$ 39,151
Human Services Association	1,2,4	\$ 55,322	\$ 47,923	\$ 103,245
Inglewood	2	\$ 99,503	\$ 52,504	\$ 152,007
Jewish Family Service of L.A.	3	\$ 13,103	\$ 9,238	\$ 22,341
Oldtimers Foundation	1,2,4	\$ 154,617	\$ 158,237	\$ 312,854
Pomona	1	\$ 6,617	\$ -	\$ 6,617
San Fernando	3	\$ 36,881	\$ 13,000	\$ 49,881
San Gabriel Valley YWCA	1,4,5	\$ 201,624	\$ 63,517	\$ 265,141
Santa Clarita Valley Committee	5	\$ 88,447	\$ 43,456	\$ 131,903
Santa Monica	3	\$ 35,108	\$ 8,000	\$ 43,108
South El Monte	1	\$ 31,321	\$ -	\$ 31,321
Southeast Area Social Services	1,4	\$ 29,789	\$ 35,523	\$ 65,312
YMCA Metro L. A., Torrance	2	\$ 23,188	\$ 4,104	\$ 27,292
<b>TOTAL</b>		<b>\$ 1,013,019</b>	<b>\$ 498,718</b>	<b>\$ 1,511,737</b>